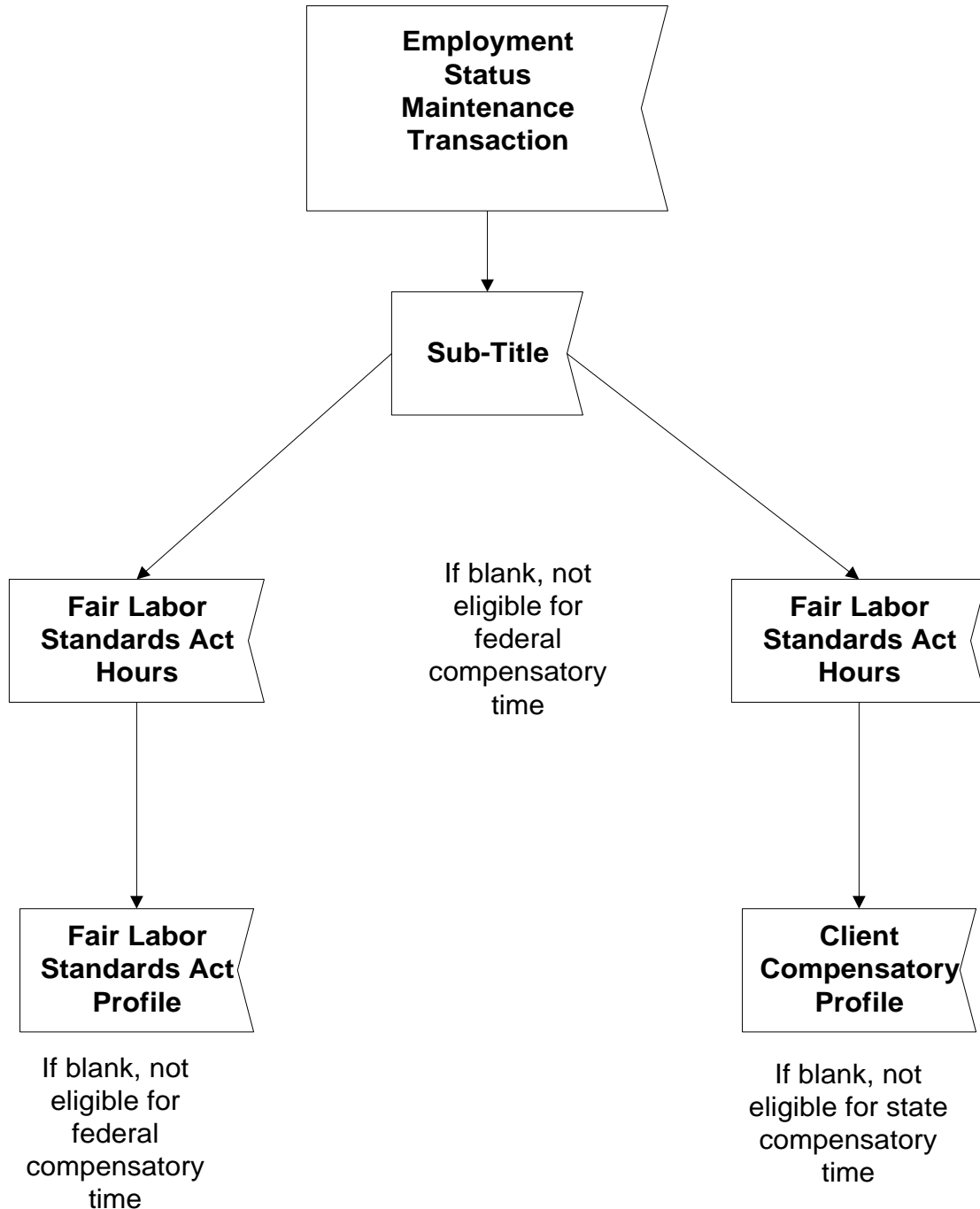# TOPIC 6: FAIR LABOR STANDARDS ACT (FLSA)

The purpose of this topic is to explain how the SAM II HR/Payroll System calculates State Compensatory Time and Federal Compensatory Time (FLSA) for employees in the State of Missouri.

At the end of this topic, you will be able to:

- Understand how the SAM II HR/Payroll System calculates State and Federal Compensatory Time (FLSA) for employees in the State of Missouri

DETERMINING AN EMPLOYEE'S OVERTIME STATUS

Employment Status Maintenance Transaction

Sub-Title

Fair Labor Standards Act Hours

If blank, not eligible for federal compensatory time

Fair Labor Standards Act Hours

Fair Labor Standards Act Profile

If blank, not eligible for federal compensatory time

Client Compensatory Profile

If blank, not eligible for state compensatory time

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

The State of Missouri will utilize the automated FLSA Processing functionality within the SAM II HR/Payroll System. This functionality provides the capability to automatically determine if an employee has worked over 40 hours in a 7-day FLSA period, 80 hours in a 14-day FLSA period, or 171 hours (for police personnel) in a 28-day FLSA period. The SAM II HR/Payroll System will automatically calculate this during each payroll process based on the employee's time and leave data reported for that specific pay period.

SAM II HR/Payroll System FLSA Tables

The following tables deal with the control, management, maintenance, and calculation of leave, pay, and overtime as established in the federal FLSA guidelines.

FLSA Hours (FLHR)	This table stores codes that associate the number of days in a FLSA cycle with the maximum number of hours to be charged at the regular rate.
FLSA Profile (FLPR)	This table stores FLSA plans, including FLSA pay types and information required to accrue compensatory time in lieu of overtime pay.
FLSA Work Cycle (FLWK)	This table stores codes which define different FLSA work cycles. **Missouri Work Cycles & FLWK Descriptions** 1. **14 80 = 14 Days 80 Hours Sun-Sat (hospital and residential care establishment employee)** 2. **28 Day = 28 Day Cycle Sun-Sat (fire protection and law enforcement personnel – including security personnel in correctional institutions).** 3. **7 Day = 7 Day Cycle Sun-Sat** 4. **7 Day = 7 Day Cycle Sat-Fri** 5. **7 Day = 7 Day Cycle Fri-Thur**

FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)

	Work Cycle	Effective Date	Expiration Date	Short Description	Long Description
1	14DAY	01 01 20	99 99 99	14 D SUN-SAT	14 DAYS 80 HOURS SUN-SAT
2	28DAY	01 01 20	99 99 99	28 D SUN-SAT	28 DAY CYCLE SUN-SAT
3	7DAYF	01 01 20	99 99 99	7 D FRI-THU	7 DAY CYCLE FRI-THU
4	7DAYS	01 01 20	99 99 99	7 D SAT-FRI	7 DAY CYCLE SAT-FRI
5	7DAYU	01 01 20	99 99 99	7 D SUN-SAT	7 DAY CYCLE SUN-SAT

NOTES

FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)

The Fair Labor Standards Act Work Cycle (FLWK) window defines the codes that are used by the Pay Cycle (CYCL) window to define time periods which constitute a normal work schedule for different FLSA plan types.

Step 1 To open FLWK from the SAM II Desktop Navigator window, click on the Go To icon. Type **FLWK** in the **CODE**. Click on the Open button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

> **WORK CYCLE** – This field indicates the FLSA work cycle code. Valid values are located on the Work Cycle (WKCY) window.

> **EFFECTIVE DATE** – This field indicates the date the FLSA work cycle becomes effective.

> **EXPIRATION DATE** – This field indicates the last date the FLSA work cycle is in effect.

> **SHORT DESCRIPTION** – This field indicates the short description of the FLSA work cycle.

> **LONG DESCRIPTION** – This field indicates the long description of the FLSA work cycle.

FAIR LABOR STANDARDS ACT HOURS (FLHR)

FLSA Hours	
FLSA Plan Type ID	40H
Number of FLSA Cycle Days	7
Effective Date	01 / 01 / 20
Expiration Date	99 / 99 / 99
Short Description	40 HOUR FLSA
Long Description	40 HOUR FLSA CYCLE
Number FLSA Maximum Regular Hours	40

NOTES

FAIR LABOR STANDARDS ACT HOURS (FLHR)

The Fair Labor Standards Act Hours (FLHR) window defines hours charged against an FLSA plan type. In order for employees to receive FLSA (compensatory time or overtime pay), they must work the maximum hours stated in their FLSA plan type.

Step 1 To open FLHR from the SAM II Desktop Navigator window, click on the Go To icon. Type **FLHR** in the **CODE**. Click on the Open button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

> **FLSA PLAN TYPE ID** – This field indicates a FLSA plan type identification number. This field is user-defined and used to indicate when the FLSA plan is being established or changed.

> **NUMBER OF FLSA CYCLE DAYS** – This field indicates the number of days in the cycle for the FLSA plan type. Values must be 7 – 28.

> **EFFECTIVE DATE** – This field indicates the date (mm/dd/yy) the entry becomes effective.

> **EXPIRATION DATE** – This field indicates the last date the information is in effect. Default is 99/99/99.

> **SHORT DESCRIPTION** – This field indicates the short description of the FLSA plan type ID.

> **LONG DESCRIPTION** – This field indicates the long description of the FLSA plan type ID. Default is the Short Description entry.

> **NUMBER FLSA MAXIMUM REGULAR HOURS** – This field indicates the number of hours that is the federally mandated maximum number of regular hours in the FLSA cycle for this plan.

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

FLSA Profile

FLSA Profile	14D
Effective Date	01 / 01 / 20
Expiration Date	99 / 99 / 99
Short Description	14 DAY 80
Long Description	14 DAYS 80 HOURS

FLSA Information

Plan Type	80H
Pay Type	FLSA
Work Cycle	14DAY

Comp Time

Event Type	1FCMP
Offset Event Type	OFLSA
Category	FCOMP
Max Number of Hours	240

NOTES

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

The Fair Labor Standards Act Profile (FLPR) window stores FLSA plans, including FLSA pay types and information required to accrue compensatory time in lieu of overtime pay.

Step 1 To open FLPR from the SAM II Desktop Navigator window, click on the Go To icon. Type **FLPR** in the **CODE**. Click on the Open button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

FLSA PROFILE – This field indicates the FLSA profile code.

EFFECTIVE DATE – This field indicates the date the FLSA profile code becomes effective.

EXPIRATION DATE – This field indicates the last date the FLSA profile code is in effect. Default is 99/99/99.

SHORT DESCRIPTION – This field indicates the short description of the FLSA profile code.

LONG DESCRIPTION – This field indicates the long description of the FLSA profile code. Default is the Short Description entry.

FLSA Information

PLAN TYPE – This field indicates the FLSA plan type identification number. Valid values are located in the FLSA Hours (FLHR) window.

PAY TYPE – This field indicates the pay event code used in paying the FLSA overtime premium. The code must be valid on the Event Type (EVNT) window with the Event Type ID set to FLSA. The category in which this pay type resides must also have a code of FLSA pay. The pay type in this field could vary for different FLSA profiles, if the pay types had different minimum wages specified on the Event (EVNT) window.

WORK CYCLE – This field indicates the appropriate FLSA work cycle code for this profile. Valid values are located on the FLSA Work Cycle (FLWK) window.

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

FLSA Profile

FLSA Profile	14D		
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	14 DAY 80		
Long Description	14 DAYS 80 HOURS		

FLSA Information

Plan Type	80H
Pay Type	FLSA
Work Cycle	14DAY

Comp Time

Event Type	1FCMP
Offset Event Type	OFLSA
Category	FCOMP
Max Number of Hours	240

NOTES

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

Step 3 Let's continue to look at the fields to gain an understanding of each.

Comp Time

EVENT TYPE – This field indicates the appropriate event type code for the leave time to be accrued if this FLSA profile permits payment for compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

OFFSET EVENT TYPE – This field indicates the event type used to reverse the amount originally associated with the overtime if this FLSA profile permits overtime to be accrued as comp time rather than pay. It is applicable only when Max Number of Hours is greater than zero.

CATEGORY – This field indicates the appropriate pay category code if this FLSA profile permits payment for compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

MAX NUMBER OF HOURS – This field indicates the maximum number of hours of compensatory time, which can be accrued for this FLSA profile. Once this maximum is reached, the system pays out the FLSA premium in dollars instead of compensatory time.

CLIENT COMPENSATORY PROFILE (CCPR)

Client Compensatory Profile

Client Profile	HP14D
Effective Date	01 / 01 / 20	Expiration Date 99 / 99 / 99
Short Description	14 DAY 80
Long Description	14 DAY 80 HOURS

FLSA Information

Plan Type	80H	**Comp Time** Client Event Type	1SCMP
Work Cycle	14DAY	Client Offset Event Type	OSCMP
Client Pay Type	SCPO	Client Category	SCOMP
		Client Max Number of Hours	9999

NOTES

CLIENT COMPENSATORY PROFILE (CCPR)

The Client Compensatory Profile (CCPR) window stores codes used to group employees who follow the same non-federal comp time processing (straight time compensatory time rules). The State of Missouri compensates additional hours worked that are not covered by FLSA as non-federal or "straight" compensatory time.

Step 1 To open CCPR from the SAM II Desktop Navigator window, click on the Go To icon. Type **CCPR** in the **CODE**. Click on the Open button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

> **CLIENT PROFILE** – This field indicates the code which groups employees who follow the same non-federal compensatory time processing.

> **EFFECTIVE DATE** – This field indicates the date the client profile becomes effective.

> **EXPIRATION DATE** – This field indicates the last date the client profile is in effect. Default is 99/99/99.

> **SHORT DESCRIPTION** – This field indicates the short description of the client profile.

> **LONG DESCRIPTION** – This field indicates the long description of the client profile. Default is the Short Description entry.

FLSA Information

> **PLAN TYPE** – This field indicates the FLSA plan type associated with the Client Profile. Valid values are located on the FLSA Hours (FLHR) window.

> **WORK CYCLE** – This field indicates the work cycle code that corresponds with the client profile. Valid values are located on the FLSA Work Cycle (FLWK) window.

> **CLIENT PAY TYPE** – This field indicates the pay event code used in paying Client overtime. Valid values are located on the Event Type (EVNT) window.

CLIENT COMPENSATORY PROFILE (CCPR)

Client Compensatory Profile

Client Profile   HP14D

Effective Date   01 / 01 / 20   Expiration Date   99 / 99 / 99

Short Description   14 DAY 80

Long Description   14 DAY 80 HOURS

FLSA Information

Comp Time

Plan Type	80H	
Work Cycle	14DAY	
Client Pay Type	SCPO	

Client Event Type	1SCMP
Client Offset Event Type	OSCMP
Client Category	SCOMP
Client Max Number of Hours	9999

NOTES

CLIENT COMPENSATORY PROFILE (CCPR)

Step 3 Let's continue to look at the fields to gain an understanding of each.

Comp Time

CLIENT EVENT TYPE – This field indicates the event type for straight leave time to be accrued. Valid values are located on the Event Type (EVNT) window.

CLIENT OFFSET EVENT TYPE – This field indicates the event type used to reverse the amount originally associated with overtime. Valid values are located on the Event Type (EVNT) window.

CLIENT CATEGORY – This field indicates the appropriate pay category code if this CCPR profile permits payment for state compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

CLIENT MAX NUMBER OF HOURS – This field indicates the maximum number of state compensatory time which can be accrued for this CCPR profile.

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES

Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000021	Clerk Typist I	2 (Non-Exempt)	J1	PUS = Expt - Sun Sat Off
000412	Personnel Analyst II	1 (Exempt)	J1	PUS = Expt - Sat Sun Off
000321	Chief Accountant	0 (Exempt)	J1	PUS = Expt - Sat Sun Off

Title	Title Long Description	WDAY	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000021	Clerk Typist I	OUS	OA	STAND	STAND	7DU	7DU
000412	Personnel Analyst II	OUS	OA	STAND	STAND	N/A	7DU
000321	Chief Accountant	OUS	OA	STAND	STAND	N/A	N/A

NOTES

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

In the SAM II HR Payroll System, FLSA status is determined by the employee's Job Title code. The employee is then associated with different FLSA profiles through their sub-title codes as defined on the ESMT window.

Employees with Multiple Appointments

For employees with multi-appointments, the primary appointment defines the EEO and FLSA data for the employee. In the SAM II HR/Payroll System, Primary and Secondary Appointments are defined as follows:

Primary Appointment - Either an employee's 1st appointment in the system or, in the case of an employee with more than one appointment, the appointment representing the larger percentage FTE. In order to meet Federal requirements on recording an employee's EEO classification and determining FLSA status, the system requires that an employee's primary appointment contain EEO and FLSA information.

Secondary Appointment – Represents additional job(s) an employee may hold.

Federal Compensatory Time

Employees who are eligible for FLSA are generally referred to as "Non-exempt Employees." If an employee is eligible for federal compensatory time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the federal compensatory leave balance. If the employee is at his federal compensatory maximum, the overtime is paid out in cash.

State Compensatory Time

Employees who are not eligible for FLSA, are generally referred to as "Exempt Employees." There are two types of FLSA Exempt Employees in Missouri: 1. Top level supervisory, managerial and administrative staff and persons employed in very responsible professional, technical or consultative capacities who do not normally receive state overtime compensation except in unusual circumstances as determined by appointing authorities. 2. Other supervisory, professional, technical and related positions are compensated for overtime at a straight time rate. Based on an employee's Title and Sub-title combination, the system will calculate if the employee is eligible to receive state compensatory time for additional hours worked.

The SAM II HR/Payroll System will be updated with the "earned" FLSA compensation information during each payroll process. At this time all employee Compensatory Time balances will also be updated accordingly.

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES

Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000021	Clerk Typist I	2 (Non-Exempt)	J1	PUS = Expt - Sun Sat Off
000412	Personnel Analyst II	1 (Exempt)	J1	PUS = Expt - Sat Sun Off
000321	Chief Accountant	0 (Exempt)	J1	PUS = Expt - Sat Sun Off

Title	Title Long Description	WDAY	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000021	Clerk Typist I	OUS	OA	STAND	STAND	7DU	7DU
000412	Personnel Analyst II	OUS	OA	STAND	STAND	N/A	7DU
000321	Chief Accountant	OUS	OA	STAND	STAND	N/A	N/A

NOTES

HOW THE SAM II HR/PAYROLL SYTEM CALCULATES FEDERAL COMP TIME (FLSA)

If an employee is eligible for Federal Compensatory Time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the Federal Compensatory Leave balance. Generally, eligible hours include all hours physically worked during the given FLSA period. The following specifies how federal comp time is calculated in the SAM II HR/Payroll System:

The system checks if the employee is non-exempt. If the employee is exempt, the system bypasses all FLSA calculation for the employee. Otherwise, the system will continue to the next step.

1. From the time and leave data reported for the employee, the system determines which events are eligible for FLSA. Events not eligible for FLSA are ignored during the FLSA calculations (but not from general payroll calculations).

2. Using the information from the Pay Cycle table, the system determines which eligible events fall into each of the FLSA work periods (based on the event dates and the FLSA work period end dates).

   It should be noted that there may be multiple FLSA work periods within a pay period. The SAM II HR/Payroll System will perform FLSA calculations for all of the FLSA work periods that end prior to or on the current pay period end date. In this step, the system uses the work schedules of exception-paid employees to determine their regular work hours that can be counted toward FLSA.

3. All the FLSA eligible hours within a FLSA work period are added together for each of the FLSA work periods.

4. Each FLSA work period total is compared to the FLSA maximum regular hours of the employee's FLSA profile.

5. The system will generate Federal Compensatory Time for any hours over the FLSA maximum regular hours at time and one-half rate for each of the FLSA work periods.

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES

Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000021	Clerk Typist I	2 (Non-Exempt)	J1	PUS = Expt - Sun Sat Off
000412	Personnel Analyst II	1 (Exempt)	J1	PUS = Expt - Sat Sun Off
000321	Chief Accountant	0 (Exempt)	J1	PUS = Expt - Sat Sun Off

Title	Title Long Description	WDAY	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000021	Clerk Typist I	OUS	OA	STAND	STAND	7DU	7DU
000412	Personnel Analyst II	OUS	OA	STAND	STAND	N/A	7DU
000321	Chief Accountant	OUS	OA	STAND	STAND	N/A	N/A

NOTES

HOW THE SAM II HR/PAYROLL SYTEM CALCULATES FEDERAL COMP TIME (FLSA)

6. Based on the State of Missouri Statewide Standards, all eligible exception-paid employees will receive FLSA compensation in the form of Federal Compensatory Time. Any FLSA Compensatory Time earned over 240 or 480 hours (dependent on employee's pay class) will be converted into overtime pay.

7. If an employee is eligible to receive overtime pay as FLSA compensation (dependent on employee's pay class) or if the employee earns federal compensatory time over their maximum cap, the system will use an average pay rate derived from all FLSA eligible pay events to generate the FLSA portion of the overtime pay.

NOTES

HOW THE SAM II HR/PAYROLL SYTEM CALCULATES STATE COMP TIME

The State of Missouri compensates additional hours reported not covered by FLSA as non-federal or "straight" compensatory time. In addition to all hours physically worked, hours reported to paid leave events are counted towards the maximum for the period. The State will maintain two "buckets" for the compensatory accruals - a "straight time" bucket and a "holiday" bucket.

State Compensatory Time is calculated in a similar fashion to FLSA. Employees earn State Compensatory Time when the hours from the State Compensatory Time eligible events exceed the maximum regular FLSA hours on the FLSA Hours (FLHR) window. Employees are associated with different State Compensatory Time profiles, defined on the Client Compensatory Profile (CCPR) table, through their sub-titles. The Client Compensatory Profile table associates the permissible combinations of Client Compensatory plans and FLSA plans.

The SAM II HR/Payroll System follows the steps outlined below to calculate State Compensatory Time:

1. The system checks to see if the employee is eligible to receive State Compensatory time. If the Client Profile field on the employee's Sub-Title table entry is left blank, the employee is not eligible to receive State Compensatory Time. In that case, all State Compensatory Time calculation logic will be bypassed for the employee. Otherwise, the system will continue to the next step.

2. Once the employee has been determined eligible to receive State Compensatory Time, the system will check to see which events are eligible for State Compensatory Time calculation (from the time and leave data reported for that employee). Events that are not eligible for State Compensatory Time processing are ignored during this calculation.

3. Using the information from the Pay Cycle table, the system determines which eligible event falls into each of the FLSA work periods (based on event dates and the FLSA work period end dates) of the pay period.

4. All State Compensatory Time eligible events within each FLSA work period are totaled.

5. Each FLSA work period total is compared to the FLSA maximum regular hours associated with the employees Client Profile.

6. The system will generate State Compensatory Time for any hours over the FLSA maximum regular hours at a "straight" time rate. The system will not allow for dual compensation (FLSA and State Compensatory Time) for the same hours worked.

7. The SAM II HR/Payroll System will be updated with "earned" State Compensatory Time information at the same time as the FLSA compensation.

NOTES

HOLIDAY COMPENSATION PROCESSING

In the SAM II HR/Payroll System, a holiday shall be considered as a period of eight (8) hours. If an employee is scheduled to work more than 8 hours on a holiday, the hours over 8 cannot be counted towards holiday pay or holiday comp time. If the employee works more than 8 hours on a holiday, those hours over 8 should be coded as additional hours.

Exception Paid Employees

All exception-paid employees, regardless of schedule, shall receive credit for the same number of paid holidays as employees whose regular work schedule is Monday through Friday. In SAM II holiday compensatory time is banked to a separate 'holiday comp' balance.

As long as an exception-paid employee is in active pay status for the given pay period, the SAM II HR/Payroll System will automatically generate pay for the holiday(s) in that pay period. If an exception-paid employee is on Leave without Pay for a portion of the pay period that includes a holiday, the agency may need to make two manual adjustments on the employee's timesheet: 1) enter the Leave without Pay event; and 2) enter a Leave without Pay event for the holiday. These two entries can be made on the same timesheet.

Positive Paid (Non-Table Driven) Employees

The SAM II HR/Payroll System will <u>not</u> automatically generate pay for holidays for positive-paid (non-table driven) employees. The system has not been set up to systematically credit these employees on the Work Day Schedule (WDAY) table. For these employees, agencies must enter the appropriate holiday hours on a timesheet. Holiday hours to be paid may be entered onto the same timesheet the agency is using to enter the hours worked by the positive-paid employee for that pay period.

Positive Paid (Non-Table Driven) Employees

Positive paid employees will be eligible for holiday credit based on the following hours in active pay status in a semi-month pay period:

Hours in Pay Status	Holiday Credit
• Less than 40 hours	Not Eligible
• 40 - 59 hours	1/2 credit (4.0 hours)
• 60 - 79 hours	3/4 credit (6.0 hours)
• 80+	Full credit (8.0 hours)

NOTES

REPORTING HOURS IN A SPLIT FLSA CYCLE

If a FLSA work period ends after the pay period end date (i.e., split FLSA work period), the following will happen:

For Exception-paid employees

If the employee is set up to receive compensatory time as FLSA compensation, all the hours worked above the employee's total regularly scheduled work hours (determined by the Work Day Schedule Table – WDAY) in the split FLSA work period will be held back from processing until the next regular payroll cycle. During the next regular payroll process, the appropriate FLSA compensation ("straight" time and "premium") from the split FLSA work period will be generated as compensatory time.

If an employee is eligible to receive overtime pay as FLSA compensation or if the employee has Federal Compensatory Time in excess of 240 or 480 hours, all the reported hours from the split FLSA work period will be compensated at "straight" time. During the next regular payroll process, when this split FLSA work period has completed, the appropriate FLSA "premium" from the split FLSA work week will be generated as overtime pay.

For Positive-paid employees

If the employee is set up to receive compensatory time as FLSA compensation, all the hours from the split FLSA work period that cause the total hours in the split FLSA work period (in the current pay period only) to exceed the FLSA maximum regular hours will be held back from processing until the next payroll cycle. During the next regular payroll cycle, when this split FLSA work period has completed, FLSA will be calculated to generate appropriate FLSA compensation as compensatory time. This recalculation will cause the hours that exceed the FLSA maximum to be counted towards Federal Comp Time rather than directly towards the employee's pay, resulting in a fluctuation of pay between the two pay periods.

If the employee is set up to receive overtime pay as FLSA compensation or if the employee has Federal Compensatory Time in excess of 240 or 480 hours, all the reported hours from the split FLSA work period will be compensated at "straight" time. During the next regular payroll process, by when this split FLSA work period will have completed, the appropriate FLSA "premium" from the split FLSA work week will be generated as overtime pay.

The same process is followed for eligible exception and positive paid employees for State Comp Time in a split FLSA period.

NOTES

COMPENSATORY TIME PAYOFF

The SAM II HR/Payroll System will automatically pay Compensatory Time when an employee has reached his/her 240 or 480 hour limit set by FLSA.

Payment of compensatory time will be at the discretion of the appointing authority, subject to agency specific policy as well as funding availability.

The user will need the following information:

- Date of Compensatory Time liquidation

- Appropriate leave payoff event code when an employee is separated from state employment (State CT Payoff - SCPO; Federal CT Payoff - FCPO; and Holiday CT Payoff - HCPO)

- Appropriate leave payoff event code when paying off comp-time balances to an employee at any time during their employment. These codes can be used to pay off balances in full or partially (State CT Payoff - SCPOP; Federal CT Payoff - FCPOP; and Holiday CT Payoff - HCPOP)

- Hours and minutes of Compensatory Time to be liquidated

NOTE: The SAM II HR/Payroll System will not process Comp Time Liquidation payments in the same pay period earned.

Leave and Compensatory Time accruals are only available after all other pay cycle processes have been complete. Therefore, Leave and/or Compensatory Time payoff will be received in a separate paycheck that is generated after the employee's last regular paycheck.

SCENARIO 1

June 2000

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

June 1st -15th:

Exception Pay:	86.6	hours X	$10	/ hour =	$866			
Add Hours (4th-10th)	2	hours X	$10	/ hour =	$20			
Fed Comp time	-2	hours X	$10	/ hour =	($20)	⟶	***3 hours of Fed Comp Time***	
Add Hours (11th-17th)	10	hours X	$10	/ hour =	$100			
Recycled:	-10	hours X	$10	/ hour =	($100)	⟶	***Pending Pay Table****	
Net Pay:					***$866***			

June 16th - 30th:

Exception Pay:	86.6	hours X	$10	/ hour =	$866			
Previous:	10	hours X	$10	/ hour =	$100	←		
Compensatory Time:	-10	hours X	$10	/ hour =	($100)	⟶	***15 hours of Fed Comp Time***	
Net Pay:					***$866***			

SCENARIO 1

The following example illustrates how FLSA processing works for an exception paid non-exempt employee.

Joe Black is an exception-paid employee and is eligible for State and FLSA compensation.

Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Joe's CPER document, the SAM II HR/Payroll System will automatically:

Pay Period June 1-15, 2000.

1. Calculate the FLSA period ending June 3rd. No additional hours over 40; therefore no compensatory time.

2. Calculate the FLSA period ending June 10th. Employee <u>worked</u> 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal compensatory time.

3. Since the FLSA period ending June 17th does not fall in the pay period of June 1-15th, the system will recycle the 10 hours worked on Sunday June 11th.

4. Pay check generated for pay period amount of $866

Pay Period June 16 – 30, 2000

1. Calculate the FLSA period ending June 17th. Employee <u>worked</u> 50 hours and 10 hours will be subtracted from the 50 hours and will be banked as 15 hours of Federal compensatory time.

2. Calculate the FLSA period ending June 24th. No additional hours over 40; therefore no compensatory time.

2. Pay check generated for pay period amount of $866

SCENARIO 2

June 2000

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

June 1st -15th:							
Total Pay:	100	hours X	$10	/ hour =	$1,000		
Add'l Hours (4th-10th):	-2	hours X	$10	/ hour =	($20)	→	*3 hours of Fed Comp Time*
Recycled (11th - 17th):	-2	hours X	$10	/ hour =	($20)	→	*Pending Pay Table*
Net Pay:					*$960*		

June 16th - 30th:							
Total Pay:	88	hours X	$10	/ hour =	$880		
Previous:	2	hours X	$10	/ hour =	$20	←	
Compensatory Time:	-10	hours X	$10	/ hour =	($100)	→	*15 hours of Fed Comp Time*
Net Pay:					*$800*		

SCENARIO 2

Mary Beth Stone is a non-exempt positive paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Mary Beth's CPER document, the SAM II system will automatically:

Pay Period June 1-15, 2000

1. The system will add up the hours for the pay period – 100 hours * $10 = $1000

2. Calculate the FLSA period ending June 3rd. Employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.

3. Calculate the FLSA period ending June 10th. Employee <u>worked</u> 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal Compensatory time and will pay 40 hours.

4. Cannot calculate the FLSA period ending June 17th since it is not contained within the pay period June 1-15th. However the system will determine that from June 11 – June 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.

5. System calculates check for 96 hours * $10 = $960.

Pay Period June 16- 30, 2000

1. The system will add up the hours for the pay period – 88 hours * $10 = $880

2. Calculate the FLSA period ending June 17th. Employee worked 50 hours and has already been compensated for 40 hours of pay. The additional hours will be banked as 15 hours of Federal Compensatory time. Pay for this day (June 16) contained within this pay period is $0.

3. Calculate the FLSA period ending June 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.

4. Cannot calculate FLSA period ending July 1st. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.

5. System calculates check for 80 hours * 10 = $800.

SCENARIO 3

June 2000

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

June 1st - 15th:

Total Pay:	86.6	hours X	$10	/ hour =	$866		
Addl Hours (11th-17th)	10	hours X	$10	/ hour =	$100		
Recycled:	-10	hours X	$10	/ hour =	($100)	⟶	*Pending Pay Table*
Net Pay:					**$866**		

June 16th - 30th:

Total Pay:	86.6	hours X	$10	/ hour =	$866		
Previous:	10	hours X	$10	/ hour =	$100	◄	
Fed Comp Time:	-2	hours X	$10	/ hour =	($20)	⟶	*3 hours Fed Comp Time*
State Comp Time:	-8	hours X	$10	/ hour =	($80)	⟶	*8 Hours State Comp Time*
Net Pay:					**$866**		

SCENARIO 3

Tim Allen is an exception paid, non-exempt employee. His work schedule is Monday - Friday, 8 hr/day. His FLSA/CCPR schedule is a 7 day workweek, 40 hour work period, Sunday through Saturday.

Pay Period June 1-15, 2000.

1. Calculate the FLSA period ending June 3rd. No additional hours over 40; therefore no compensatory time.

2. Calculate the FLSA period ending June 10th. No additional hours over 40; therefore no compensatory time.

3. Since the FLSA period ending June 17th does not fall in the pay period of June 1-15th, the system will recycle the 10 hours worked on Sunday June 11th.

4. Pay check generated for pay period amount of $866

Pay Period June 16 – 30, 2000

1. Calculate the FLSA period ending June 17th. Employee worked 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The 2 hours above the 40 hours worked will be subtracted from the 50 hours and will be banked as 3 hours of Federal compensatory time. The remaining 8 hours above 40 hours pay will be subtracted and banked as 8 hours of State Compensatory time.

2. Calculate the FLSA period ending June 24th. No additional hours over 40; therefore no compensatory time.

3. Pay check generated for pay period amount of $866

SCENARIO 4

June 2000

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

Cycle # 1 June 1st - 15th:									
	Total Pay:	98	hours X	$10	/ hour =	$980			
	Recycled:	-2	hours X	$10	/ hour =	($20)	⟶	***Pending Pay Table***	
	Net Pay:					***$960***			
Cycle # 2 June 16th - 30th:									
	Total Pay:	88	hours X	$10	/ hour =	$880			
	Previous:	2	hours X	$10	/ hour =	$20	◄—		
	Fed Comp Time:	-2	hours X	$10	/ hour =	($20)	⟶	***3 hours Fed Comp Time***	
	State Comp Time:	-8	hours X	$10	/ hour =	($80)	⟶	***8 Hours State Comp Time***	
	Net Pay:					***$800***			

SCENARIO 4

John Stevens is a non-exempt positive paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on John's CPER document, the SAM II system will automatically:

Pay Period June 1-15, 2000

1. The system will add up the hours for the pay period – 98 hours * $10 = $980

2. Calculate the FLSA period ending June 3rd. Employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.

3. Calculate the FLSA period ending June 10th. Employee did not exceed 40 hours so no compensatory time is due. System will pay 40 hours for the days worked in this week contained within this pay period. .

4. Cannot calculate the FLSA period ending June 17th since it is not contained within the pay period June 1-15th. However the system will determine that from June 11 – June 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.

5. System calculates check for 96 hours * $10 = $960.

Pay Period June 16- 30, 2000

1. The system will add up the hours for the pay period – 88 hours * $10 = $880

2. Calculate the FLSA period ending June 17th. Employee <u>worked</u> 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The employee has already been compensated for 40 hours of pay. The 2 hours worked above 40 will be banked as 3 hours of Federal Compensatory time. The 8 hours of annual leave are not hours eligible for Federal Compensatory time; however, the employee has already been paid for 40 hours of work for this week. Therefore the 8 hours above 40 hours of pay will be banked to the employee's State Compensatory balance. No hours will be paid for this week.

3. Calculate the FLSA period ending June 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.

4. Cannot calculate FLSA period ending July 1st. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.

5. System calculates check for 80 hours * 10 = $800.

NOTES

MULTI-APPOINTMENT

In the State of Missouri, an employee's primary appointment defines the EEO and FLSA data for that employee.

As you will see in the example below, Susan has been temporarily assigned job duties of a higher level position with a different exemption status than her current position. However, her primary appointment continues to represent a larger percentage of her work and therefore, Susan's exemption status should not change.

Peter is a supervisor who will retire September 30, 2000. The position he is in has been established on his TITL as exempt from FLSA.

Don, the Division Director appoints Susan, an Executive II (non-exempt FLSA status) to fill Peter's vacant position starting October 1, 2000 - December 31, 2000. Don explains that he will assume some specified responsibilities of Peter's position and Susan has been asked to fulfill the rest of Peter's job duties.

Susan must also maintain her current position and all of the associated job duties as well. Therefore, Susan will be considered a Multi-appointment employee. Because Peter's position does not represent the larger percentage of Susan's total job duties, her exemption status will not change.

ACTIVITY

1. If an employee is FLSA non-exempt and is at his federal compensation maximum, how is he compensated for hours worked over the Number of FLSA Maximum Regular Hours?

2. Which table defines an employee's FLSA and Client Compensation Profile?

3. Can an employee be compensated for both federal compensation and state compensation for the same hours?